



TOWN OF WEST STOCKBRIDGE

Town Hall
21 State Line Rd.
West Stockbridge, Massachusetts 01266

Telephone (413) 232-0300, Ext. 336

Email: dana@danabixby.com

PLANNING BOARD SPECIAL PERMIT APPLICATION

APPLICANT: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

PROPERTY OWNER: _____

ADDRESS: _____

PHONE: _____

FOR ADMINISTRATIVE USE ONLY

PETITION #: _____

DATE FILED WITH TOWN CLERK: _____

HEARING DATE: _____

TIME: _____

LOCATION OF PROPERTY AFFECTED (ADDRESS): _____

Section(s) of the West Stockbridge Zoning By-law under which you are applying:

Was project / issue discussed with the Building Inspector? ☐ YES (Date: _____) ☐ NO

Description of Project or Changes Proposed (please attach additional pages if needed): _____

NOTICE: The applicant shall provide five (5) copies of this completed Application, either typewritten or printed clearly and legibly, and five (5) copies of the plans and specifications as required on page 2, and one digital copy sent to the email above.

In addition, the Applicant shall pay a fee of \$275.00 for processing the application, notifying abutters and publication of legal notices of the Public Hearing. (Please make check payable to the Town of West Stockbridge)

SIGNATURE: _____ DATE: _____
(Applicant)

SIGNATURE: _____ DATE: _____
(Owner)

Application and Fee received by: _____
(Agent for the SPGA)

Date: _____

PLANNING BOARD - SITE PLAN REQUIREMENTS

PLEASE NOTE:

The Planning Board for issuance of special permits, requires a site plan drawn to scale with clearly defined dimensions indicating the location, size and height of the proposed building(s), site improvements, and containing such other information as may be required by the Board.

THE BOARD REQUIRES SITE PLANS TO SHOW THE FOLLOWING:

- ___ Site plan drawings to scale (*see above*)
- ___ Lot dimensions (*may be obtained at the Assessor's Office*)
- ___ Street name(s) abutting the subject property
- ___ Lot or building street number(s) (*may be obtained at the Assessor's Office*)
- ___ Zoning District, in which subject property is located
- ___ Abutting uses
- ___ Existing and/or proposed buildings **with dimensions**
- ___ Driveway(s) and Parking spaces
- ___ Screening or landscaping required for parking (*See Zoning By-law, §6.2: Off Street Parking*)
- ___ Exterior lighting, if any
- ___ Signs, if any
- ___ Other information you believe would be helpful or necessary

Site plan(s) meeting the above requirements shall be filed with the Town Clerk along with the Application to the Board so as to provide this information to other municipal Boards for review, who, by law, may make recommendations on your petition.

Site plan(s) prepared by a Massachusetts Registered Land Surveyor may be required.

Site plans are important and, diligently prepared, may eliminate a zoning issue at a later date, and/or facilitate the transfer of property.

The Board will provide limited guidance to assist you.